

BURGH-BY-SANDS PARISH HALL

HALL FIRE INSTRUCTIONS

The Hirer is required to observe the Burgh-by-Sands Parish Hall Fire Instructions and all Fire Action notices.

All new hirers will be shown the location of emergency exits and have the emergency evacuation procedures explained to them.

The Hirer's responsibilities are as follows:

1. The Hirer shall ensure that all fire exit doors are kept clear and available for exit throughout the event. No obstruction is to be placed in any corridor or exit route.
2. All fire-fighting equipment must be kept visible and accessible.
3. Any special fire safety needs not covered must be raised by the Hirer in advance of the event.
4. All electrical equipment brought into the premises by user groups shall be identified to a member of staff and have evidence of recent PAT testing.
5. In the event of an evacuation the Hirer takes on all the Fire Marshall Responsibilities. As Fire Marshal during your hire period, you are responsible for ensuring that those using the premises are evacuated in an emergency.
6. You are responsible for ensuring that all staff and people involved (paid and volunteer staff, guests etc.) at the start of any event or function understand the basic fire safety precaution arrangements and procedures as follows:
 - a. The location of fire alarm call points and how to use them
 - b. The location of fire exits
 - c. The location of the fire assembly point which is at the **FRONT** of the building
 - d. The location of fire extinguishers and fire-fighting equipment

On discovering a fire:

1. Sound the alarm by using one of the 5 Call Points in the Hall.
2. Call the Fire & Rescue service on 999.
3. Attack the fire if possible (if you have received training) with the appliances provided.

On hearing the fire alarm:

1. Leave the building by the nearest accessible Fire exit, do not stop to collect personal belongings.
2. Assist visitors and people with disabilities on your way out, if needed and if safe to do so.
3. Check all rooms including toilets, shutting doors once the rooms are empty, on your way out.
4. Make your way to the Assembly Point.
5. Report details of the completed evacuation or other appropriate information (e.g. any persons not accounted for) to the person in charge at the assembly point/Fire Officer.

**DO NOT re-enter the building OR allow others to do so
until instructed by the Fire Officer in charge**

BURGH-BY-SANDS PARISH HALL

PLAN OF EXITS AND FIRE EQUIPMENT

KEY:

- EXITS
- FIRE ALARM CALL POINTS
- FIRE EXTINGUISHERS

